

## **2015 SBA Mississippi Home Based Business Champion of the Year**

An Individual who has fulfilled a commitment to improving the climate of home-based business ownership. Nominees may or may not be current small business owners.

1. Volunteer efforts to improve the conditions for home-based businesses.
2. Entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
3. Demonstrated interest in home-based businesses by an owner or former owner.
4. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

### **What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page stating —
  - Nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable
  - The award for which the nomination is being made
  - Nominator's name, title, place of business, business address and telephone number and e-mail address if applicable
  - One-paragraph description of the nominee's business and/or professional occupation
  - If applicable, a nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed one page. The nominator's name, title, place of business, business address, telephone number and e-mail address must be included
  - A completed background form (SBA Form 3300, Award Nomination Form)
  - An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable  
Four to five additional photos from the nominee's company/organization, employees at work
  - A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages
  - A brief biography of the nominee, not exceeding one page
  - A business profile, not exceeding one page, if applicable
  - The nominee's business financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper – for the last three years, if applicable
  - Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination
  - Supporting documentation must not exceed 10 pages. Videos will not be considered